

800 International Security Affairs. General (NC1-330-77-1).
Under Secretary of Defense (Policy) in the Office of the
Secretary of Defense performs the following functions:

1. Monitors DoD participation in **the** National Security Council (**NSC**) and initiates appropriate action in DoD implementing NSC's approved policies.
2. Develops and coordinates Defense positions, policies, plans, and procedures in the fields of international political **and/or** military and foreign economic affairs.
3. identifies the national security objectives of the United States; **studies** the world's situation and emerging problems of major significance of the security of the United States, analyzing the range of possible political and/or military actions for dealing with the solution.
4. Develops plans and other documents used to organize and monitor the activities of the Military Assistance Advisory Groups.

Unless otherwise noted, all 800 files designated for permanent retention will be transferred to the National Archives **when** 30 years old.

801 Reserved (see 103, Common Mission Files).

801-04 Agreements File (**NCI-330-77-1**)

1. See 103-04.
2. It may also contain agreements with foreign or international organizations concerning the operations or support of overseas forces or equipment. Included are comments on agreements between nations negotiated by the State Department which may impact on national defense.

Disposition: Permanent. Retire to the **WNRC** when 5 years old.

802 Staff Offices

802-01 Treaty Obligations. Copies of documents containing military commitments and treaty obligations, interpretations, comments or proposals.

Disposition: Permanent. Retire to the WNRC 5 years after commitment or treaty is obsolete or canceled.

802-02 Overseas Travel Clearance.

1. Policy on obtaining clearance to officially visit overseas areas.

Disposition: Permanent. Retire to the **WNRC** when canceled or superseded.

2. Specific requests, clearances, and briefing data.

Disposition: Destroy upon completion of travel or after 90 days, whichever is later. **(NI-330-93-2)**

802-03 Foreign Military Rights Affairs. Documents that develop and coordinate DoD proposals and positions on military facilities, operating-rights, **and status of U.S. Forces in other countries;** preparation of ~~negotiating~~ instructions for U.S. diplomatic **missions on necessary agreements** and monitoring of the implementation of these agreements.

Disposition: Permanent. Retire to the **WNRC** 5 years after agreement voided.

803 Security Assistance

803-01 Policy, Plans, and Program Formulation. Documents that:

1. Formulate DoD Security Assistance programs, including policies, plans, and priorities.

Disposition: Permanent. Retire to the **WNRC** 5 years after - policy or directive is canceled or superseded.

2. Provide input to DoD planning, programming, and budget systems for security assistance. This would include expenditures and receipts for sale of Defense articles, planned operating expenses, etc.

Disposition: Destroy 3 years after end of fiscal year.

3. Establish DoD position on eligibility of foreign **governments** and international organizations for security assistance.

Disposition: Permanent. Retire to the **WNRC** 5 years after policy or directive is canceled or superseded.

4. Directs and monitor the Military Assistance Advisory Groups and representatives. Includes the Military Assistance and Sales Manual.

Disposition: Permanent. Retire to the WNRC 5 years after policy or directive is canceled or superseded.

5. Direct the Congressional Presentation Document.

Disposition: Permanent. Retire to the **WNRC** 5 years after policy or directive is canceled or superseded.

6. Provide policy guidance on the sale of defense articles and services.

Disposition: Permanent. Retire to the **WNRC** 5 years after ~~policy or~~ directive ~~is~~ canceled or superseded.

804 European and NATO Affairs

804-01 European Region Files. Policy matters of Defense interests pertaining to the North Atlantic Treaty Organization (NATO) and the countries of the Alliance (but excluding Greece and Turkey) ; the Warsaw Pact; **Berlin**; and all other European countries.

Disposition: Permanent. Retire to the **WNRC** 5 years after canceled or superseded.

805 Policy and Plans

805-01 Policy, Plans, and National Security Council Affairs. Analyses and planning documents affecting U.S. national security and defense posture; studies of current and emerging international politics and military issues; evaluations of politics and military implications of advanced weapons systems, force deployments, and regional defense concepts; coordination for the Department of Defense on foreign disaster relief; policies and coordination for military activities in or near politically sensitive areas.

Disposition: Permanent. Policy, plans, procedures, and directives, retire to the **WNRC** 5 years after canceled or superseded; analyses, evaluations, and studies, retire to the **WNRC** 5 years after superseded.

805-02 Mutual Balance of Forces Reduction (**MBFR**) Task Force. Analyses, plans, and DoD positions on any **MBFR** talks or negotiations.

Disposition: Permanent. Retire to the WNRC 5 years after super'session.

805-03 Law of the Sea. DoD policy matters on Law of the Sea and aspects of territorial waters, navigation, fishing, seabed, research, marine pollution, and relations with the **U.N.** Law of the Sea conferences.

Disposition: Permanent. Retire to the **WNRC** 5 years after supersession.

806 East Asian and Pacific Affairs

806-01 East Asian and Pacific Region. Policy matters of Defense interest on countries of the East Asian and Pacific Region (except the Union of Soviet Socialist Republics).

Disposition: Permanent. Retire to the **WNRC** 5 years after supersession.

807 Near Eastern. African. and South Asian Affairs

807-01 Near East and South Asia. Policy matters of Defense interest on countries of the Near East and South Asian regions, including Greece and Turkey and the Indian Ocean islands, (except the **Malagasy** Republic) .

Disposition: Permanent. Retire to the **WNRC** 5 years after supersession.

807-02 Africa Region. Policy matters of Defense interest on countries of Africa and the **Malagasy** Republic (except the United Arab Republic).

Disposition: Permanent. Retire to the **WNRC** 5 years after supersession.

808 International Economic Affairs

808-01 International Economic Affairs. Documents on foreign economic implications of currently approved, new or alternative programs of force structures, weapons systems, and other military capabilities.

Disposition: Permanent. Retire to the **WNRC** 5 years after supersession.

808-02 Strategic Trade and Disclosure. DoD positions, policies, plans, and procedures in the fields of strategic trade control; monitors export control; and foreign disclosure. Documents, committee charter, memberships, minutes of the National Military Disclosure Policy Committee.

Disposition: Permanent. Retire to the **WNRC** 5 years after supersession.

808-03 Prisoner of **War** and/or Missing in Action Affairs. Policy on the overall program and coordinating documents of **all** DoD and/or MIA activities. Directives on procedures on Prisoners of War (POW) and detainee programs.

Disposition: Permanent. Retire to the WNRC 5 years after supersession.

808-04 Committee on Foreign Investment in the United States (**CFIUS**) Case Files. Case files accumulated in the Defense Technology Security Administration (**DTSA**) in response to requests from the Department of Treasury (chair of (**CFIUS**) regarding. proposed mergers, acquisitions, and takeovers of U.S. business by foreign **investors**. Includes tasking documents from Department of the Treasury, lists of DoD agencies to which case is referred and responses, background information on companies, and **in** certain instances, special reports.

Disposition: Cut off when case is closed or no longer needed for current business; hold in current files for 3 years and retire to **WNRC**; destroy when 10 years old except that materials of no substantive value such as annual reports submitted by companies may be destroyed when no longer needed, as is authorized for reference paper documents maintained under the provisions of series 103-08.3.

809 SALT Task Force Files. Advice formulation and coordination of Strategic Arms Limitation Treaty (SALT) policy for the DoD.

Disposition: Permanent. Retire to the WNRC 5 years after supersession.

810 Automatic Data **Processing** (ADP) Files

810-01 International Balance of Payment. (MAP) (ISA) A machine-readable file created by Defense Security Assistance Agency (**DSAA**) to provide data for research and referral. It also serves as input to the Office of the DoD Comptroller Master International Balance of Payments file which has a different disposal schedule (see **NC1-330-78-5**).

1. Master ADP File.

Disposition: Retain until no longer required for reference.

2. Input to Master File.

Disposition: Scratch when 9 months old.

810-02 **Foreign** Military Sales **(FMS) (DSAA)** (AR) 1100. A machine-readable cumulative record of FMS recording information on **valid** country requests, execution of accepted cases, delivery forecasts, and actual deliveries.

1. Master File.

a. Case Report System.

Disposition: Permanent. Transfer to the National Archives when no longer required for reference.

b. Item Detail Tape.

Disposition: Permanent. Transfer to the National Archives when **no longer** required for reference. -

c. Master FMS Record; FMS Delivery File and Financial Tape.

Disposition: Scratch when 6 years old or no longer required for reference, whichever is later.

2. Quarterly File.

Disposition: Scratch when 6 years old or no longer required for **reference**, whichever is later.

3. Weekly Report.

Disposition: Scratch when 90 days old.

4. Hard Copy Output. Journals, facts, congressional presentations.

Disposition: Retire one copy annually for permanent preservation. Transfer to the National Archives when 25 years old.

810-03 Military Assistance Program (MAP) **(DSAA)** (AR) 1000. This is a machine-readable record, tape resident, recording MAP deliveries in material or services for participating countries.

1. Master Program and/or Delivery Tape.

Disposition: Permanent. Make available to the **NARA** when no longer required for reference.

2. MAP Delivery Summary File and CPD Summary File reference, whichever is later.

Disposition: Temporary. Scratch when 5 years old or no

longer required.

3. Quarterly File.

Disposition: Temporary. Scratch when 5 years old or no longer required for reference, whichever is later.

**811 Files of Military Assistance Advisory Groups (MAAGs) .
Military Missions, and Similar Joint Activities Established in
Foreign Countries to Manage DoD Security Assistance Activities
(NC1-330-79-3)**

811-01 Records On Security Assistance

1. Records on programs for the provision of **security** assistance to foreign governments in the form of material, training, and other assistance. Included are records that **relate** to establishing the requirements of foreign governments, including materials that pertain to the organization, functions, strength, and readiness of foreign military units, as well as records that document fulfillment of requirements by the U.S. , such as programs, amendments, and related papers, delivery schedules, and records that relate to visits of United States personnel to foreign military installations for the purpose of training and observation. Excluded are records described in 811-01.2.

Disposition: Permanent. Retire to the **WNRC** when 5 years old . Transfer to the National Archives when 20 years old.

2. Records on individual transactions involving the shipping, storage, issue, receipt, and distribution of U.S. materiel provided to foreign governments, including supply manifests, vouchers, receipts, and invoices, as well as records on the training provided by the United States to individual foreign nationals, such as biographic data, travel orders, lists of courses taken, and copies of academic reports.

Disposition: Temporary. Destroy in accordance with the disposition schedules of the Department designated to provide administrative support as identified in DoD Directive 5124.3 (reference (ee)) .

811-02 Records on the Organization and Functions of U.S. Military Missions. Included are agreements, directives, understandings, policy guidance documents, and similar instructional material received from elements of the Department of Defense, the Department of State and its components, and from foreign governments as well as records generated within the

missions themselves, such as regulations, administrative memoranda, other policy issuances, organization charts, manuals, organization planning files, and general orders that document such matters as changes in command, organizational changes, and the issuance of awards.

Disposition: Permanent. Retire to the WNRC when 5 years old. Transfer to the National Archives when 20 years old.

811-03 Other Records on **MAAG's** and Mission. Follow the DoD disposition schedules of the Department designated to provide administrative support as identified in DoD Directive 5100.3 (reference (z)).

Disposition: Follow the DoD disposition schedules of the Service designated to provide administrative support as identified in DoD Directive 5100.3 (reference (z)).

812 Deputy Under secretary of Defense (Security Policy) Emergency Planning Files (N1-330-90-3)

812-01 Program Planning Files. Documents on development of policy, plans, and procedures for the discharge of functions for emergency planning and preparedness, crisis management, defense mobilization and expansion in emergency situations, military support of civil authorities, and continuity of operations and continuity of government; provide support, as required, to the Department of Defense and other U. S. Government or State agencies on **these as** well as **civil** defense and related matters. Included are:

a. Civil Defense Files. Documents on activities and measures designed or undertaken to: (1) Minimize effects upon civilian population caused or expected to be caused by an enemy attack on the United States. (2) Deal with immediate emergency conditions which would be created by such an attack. (3) Effect emergency repairs to, or the emergency restoration of, vital utilities and facilities destroyed or damaged by such an attack.

b. Continuity of Government Files. Documents on **measures** designed to ensure continuity of essential functions of the Federal Government in the event of a national emergency.

c. Exercise (Command Post) Files. Records of military maneuvers or simulated wartime operations involving planning, preparation, and execution.

d. Intelligence Warning Indicators Files. Documents on selective dissemination of warnings and emergency information within Federal Emergency Management Agency (**FEMA**) regional areas within state-wide areas.

e. Military Support to Civil Authorities (**MSCA**) in Peacetime Conditions Files. Records on policy, plans and procedures governing MSCA in peacetime or wartime conditions: (1) Data concerning missions assigned to DoD to assist civil authorities in dealing with disturbances that exceed law enforcement capabilities of State and local authorities. (2) Documents related to the execution of disaster preparedness (e.g., plans for hurricanes, earthquakes, etc.) (3) Explosive Ordnance Disposal. Documentation of identification, detection, recovery and disposal of unexploded explosive ordnance.

f. Military Support to Civil Defense Files. Documents relating to role as principal **DoD spokesman** to military & civilian authorities on matters of policy and doctrine for military support to civil defense: (1) Civil Infrastructure Development. Fixed and permanent installations or facilities for support and control of military forces. (2) Key Asset Program. Policy guidance for planning to protect key assets (any industrial asset and any infrastructure asset owned by civil agencies or private sector) .

g. Mobilization Steering Group Files: (1) Changes to current policies, plans, programs, and procedures that would improve the Department's ability to mobilize rapidly and deploy military forces. (2) Evaluations of the department's capability to mobilize forces and to carry out major deployment plans.

h. **Graduated** Mobilization Response Files. Documents on: (1) **Development** and implementation of incremental mobilization steps that are responsible to a wide range of national security threats and warning indicators. (2) Quick and effective implementation of mobilization preparedness measures. (3) Coherent decisions that relate mobilization response to the anticipated military requirements and overall national security policy.

i. National Security Emergency Preparedness (**NSEP**) Files. Documentation of capabilities at all levels of government to meet essential defense and civilian needs in any natural, technological, or military occurrence that degrades or threatens the security of the nation.

j. White House Correspondence Files. Queries from the White House regarding on-going programs, projects, and activities of **the** DUSD (P).

Disposition: Permanent. Retire to the WNRC when superseded or obsolete. Transfer to the National Archives when 30 years old.

812-02 Defense Advisory Board Files. Reference material on board study activities.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

812-03 Defense Planning & Budget. Reference files on emergency planning response to Secretary of Defense's planning program budget.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

812-04 Defense Production Act. Reference files on the Defense Production Act of 1950.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

812-05 DoD Emergency Authorities Retrieval & Analysis system. Reference material used to develop DEARAS as an innovative contribution to DoD and Government-wide emergency management capability.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

812-06 **Emergency** Planning Preparedness. Reference **files** on national security energy, emergency planning and response.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

812-07 Energy Emergencies. Reference material on special activities on national security, emergency planning and response.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

812-08 **FEMA** Activities. Reference materials concerning the wide range of emergency management activities in the Federal Government during times of peace and war.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

812-09 Foreign Acquisitions Reference materials that monitor U. S. economy with other major industrial countries.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

812-10 Industrial College of the Armed Forces. Reference material on research on strategic resources that impact on national security.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

812-11 Mobilization Matters. Reference documents on the act of organizing national resources to place the nation in a state of readiness to meet a military threat; calling up of reserves and assembly of military forces in order to meet a national emergency.

Disposition: ~~De~~stroy when superseded, obsolete, or no longer needed for reference.

812-12 Mobilization Research Studies (MIRS). Reference material on government or contractor activities on mobilization and policy development.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

812-13 Industrial Base Preparedness Planning Reference Files. Material on the preparedness of industry to produce essential material to support national military objectives.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

812-14 National Security Affairs. Reference material encompassing both national defense and foreign relations: A defense posture capable of successfully resisting hostile or destructive action from within or without, overt or covert.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

812-15 National Defense Stockpile (**NDS**). Reference material on stockpiling strategic and critical materials in the interest of national defense to preclude a dangerous and costly dependence on foreign sources of supply in times of national emergency.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

812-16 NATO Affairs. Reference materials on international organizations covered by the agreement of the NATO.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

812-17 Readiness & Sustainability Issues. Reference material on the ability and staying power (**number** of days) or four forces, units, weapon systems, and equipment that units can deliver in the outputs for **which** they were designed (ability to deploy and employ without unacceptable delays) .

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

812-18 **Reserve** Forces. Reference material on functions of non-mobilized forces of the United States. (1) The National Guard. (2) The Reserves.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

812-19 Sea- and Airlift Policy. Reference papers on the total capacity of number of passengers and weight of cargo that can be carried at any time to a given destination by the available air or sea transport service.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

812-20 Unified, Specified & Combined Commands. Reference material on military missions assigned by the President and the Secretary of Defense.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

812-21 Uniformed Services. Reference material on the military services. Includes posture statements, documents on strategy and strategic planning, rules of engagement, and other topics of a general nature.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

900 Health Affairs (Except where otherwise noted, these **files** were approved under National Archives Job No. NC1-33 0-77-5) . Health Affairs Files. This chapter consists of files necessary to administer the health affairs policy function of the office-of the Secretary of Defense. Included is advice and coordination on all health matters in the Department of Defense.

Unless otherwise indicated, all Health Affairs files of a permanent nature will be transferred to the National Archives when 30 years old. Files may be further divided depending upon volume by the use of a decimal suffix.

901 Reserved (see **103**, Common **Mission** Files) .

901-01 Defense Medical Data" Dictionary (**DMDD**) (**NC1-330-92-11**)

This automated database is maintained by the Department of Defense (Health Affairs) . The Defense Medical Data Dictionary (**DMDD**) is designed to collect, catalog, analyze and standardize terminology, content, and format of data elements used in operational and proposed medical information systems of the Department of Defense. The DMDD includes the physical and logical data element characteristics; source data element and file information; data element definition and other documentation; status of data element in the standardization process; official data element names; and data element value tables.

Disposition: Permanent. Transfer copies of the electronic-files and documentation to the National Archives in September 1992. Thereafter, transfer on an annual basis. All transfers should be made in accordance with the standards set forth in 36 CFR 1228 (reference (e)) .

902 Drug and Alcohol Abuse

902-01

1. Prevention and Identification. Documents on policy guidance on the prevention and identification of drug and alcohol abuse.

Disposition: Permanent. Retire to the **WNRC** when obsolete or superseded, as prescribed for policy-type documents maintained in accordance with series 103-01.

2. Administrative documents that prescribe procedures to determine frequency of testing and identification of drug and alcohol abuse personnel subject to testing.

Disposition: Destroy when superseded by new technology or improved procedures.

902-02 Alcohol Abuse. Policy matters on the alcohol abuse treatment programs prescribing procedures to be used and guidelines in the administration and discipline of personnel with alcohol problems.

Disposition: Permanent. Retire to the WNRC when obsolete or superseded, as prescribed for policy-type documents maintained in accordance with series 103-01.

902-03 Treatment and Rehabilitation

1. Policy on alcohol or drug treatment that prescribes the type of action to be undertaken **for** treatment, the rehabilitation procedures, and what disposition is to be made of those who complete the program or drop out. These are policy matters and do not include case files.

Disposition: Permanent. Retire to the **WNRC** when superseded or obsolete, as prescribed for policy-type documents maintained in accordance with series 103-01.

2. Statistics on the number of military personnel undergoing treatment, or retreatment and those separated or returned to duty. Excludes raw statistical data included in compiled studies.

Disposition: Permanent. Retire to the **WNRC** when no longer required for reference.

3. Periodic evaluations on a "**when** required" basis consisting of documents that measure the success and effectiveness of the program.

Disposition: Permanent. Retire to the **WNRC** when no longer required for reference.

902-04 Education and Training. Documents that develop and implement policy for use in education and training programs used by the Armed Forces. It does not include individual training records but does include evaluations of the effectiveness of the current policy.

Disposition: a. Retire policy matters to the **WNRC** when obsolete or superseded, as prescribed for papers maintained in accordance with series 103-01. b. Evaluations are permanent. Retire to the WNRC when obsolete or superseded.

903 Resource Analysis

903-01 Facilities and Material. Development, coordination, and monitoring of DoD medical facilities and material policies, plans, and **programs**. Policies and guidelines on planning and space standards for military health care facilities. Review and coordination of plans and programs of FEMA regarding medical recommendations on proposed legislation about facilities or material.

Disposition: Permanent. Retire to the **WNRC** when obsolete or superseded, as prescribed for policy-type documents maintained in accordance with series 103-01.

903-02 Health Manpower. Directives that establish the "military requirements" for health personnel. These are of a nature that identify the critical medical and **dental** health categories; designate those entitled to continuation pay; and authorize strengths in grade for the Medical and Dental Officers corps. Preliminary to the issue of such directives would be documentation consisting of studies and analyses that indicate the necessity for change. Policy directives on the utilization and medical education and training of health specialists. An example would be internship program policy and a determination of obligated **service** time for those who receive special training. Another would include documents proposing legislation affecting health programs such as bonus money to stimulate recruitment and retention.

Disposition: Permanent. Retire to the **WNRC** when superseded or obsolete, as prescribed for policy-type documents maintained in accordance with series 103-01.

903-03 Cost and Budget. Documents on budget requirements for health activities to be incorporated in appropriate budgets and plans. Cost-benefit studies of possible cross-savings, consolidations, or disestablishment of health facilities.

Disposition: Permanent. Retire to the **WNRC** when obsolete or superseded.

904 Health Information Systems

904-01 Program Statistics. Analyses of medical care case load reports provided by the Military Departments, the correlation with manpower reports on the military and dependent population in various defense communities in order to determine the **type** medical facility needed to deliver the required **healthcare**. The analyses of reports from the Military Departments on the incidence of various diseases; the number of recruits rejected for health reasons and similar data of medical

interest.

Disposition: Permanent. Retire to the **WNRC** when 5 years old .

904-02 Data Systems

1. Documents describing medical data system requirements to the programming and operating facility.

2. User manuals of operable data systems.

3. Agreements for data systems support.

Disposition: Destroy 2 years after system discontinued.

4. **Analyses and** studies of data system **requirements** for health affairs.

Disposition: Destroy 1 year after supersession.

904-03 Defense Enrollment Eligibility Reporting System (DEERS) Enrollment Data Base (NC1-330-90-5). Duplicate copies of DD Form 1172, "Application for Uniformed Services Identification Card -- **DEERS** Enrollment," submitted by the Military Services to the **DEERS** Support Office, Monterey, California, and used to create a data base to provide a complete tracking and eligibility history for every eligible and past-eligible beneficiary of the **DEERS**. These documents exist in hardcopy format initially and are then written onto 12-inch opt **ical** disks after scanning, registration in the system, downloading, and quality control testing.

Disposition: a. Hardcopy version of **DD** Form 1172: Destroy once written to optical disk. b. Optical disks: Destroy primary and backup copies after 5 years.

905 Utility Reviews and **Quality** Assurance

905-01 Utility Review. Studies and analyses of areas of potential innovation and assessments of value to **productivity**-enhancing technology with a view towards the improvement of health services in the DoD.

Disposition: Permanent. Retire to the **WNRC** when 5 years old .

905-02 Quality Assurance Studies and Analyses of **Healthcare** Quality.

1. Standards.

Disposition: Permanent. Retire to the WNRC when no longer required for reference.

2. Studies and evaluations on a "**when required**" basis, not resulting in issuance of new standards.

Disposition: Destroy when 5 years old.

3. Studies and analyses that result in issuance of new standards.

Disposition: Permanent. Retire to the **WNRC** when no longer required for reference.

906 CHAMPUS Records

906-01 Policy

1. These documents are generally in the form of instructions to the DoD Components on the administration of the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) program. They establish such policy as eligibility under the program for active duty, retired, and dependents of the military; guidance on obtaining contract support; the creation of an accounting system to process claims and related matters.

Disposition: Permanent. Retire to Denver Federal Records Center (**FRC**) when superseded or obsolete, as prescribed for policy-type documents maintained in accordance with series 103-01.

2. Studies and reviews of developments and trends in the health industry that may impact on CHAMPUS.

Disposition: Destroy when 5 years old.

3. Analyses of CHAMPUS costs for various types of treatment to determine equitable pricing structure.

Disposition: Destroy when 5 years old. This is a continuous evolutionary process.

4. Analyses and preparation of the CHAMPUS budget.

Disposition: Destroy when 5 years old. This is input to the OSD budget process.

906-02 Liaison Activities. Coordination between industry organizations and professional associations; with healthcare

programs in the uniformed and other health agencies.

Disposition: Destroy when 10 years old.

907 Planning and Policy

907-01 Policy Analysis. - These files consist of studies made of the continuing need for health policies that are proposed or presently in the forms of directives or instructions. These files also coordinate the proposals of other offices on the need for **healthcare** legislation.

Disposition: Permanent. Retire to the **WNRC** when 5 years old.

907-02 Mobilization Plans. -Coo"rdination of medical aspects of emergency war and mobilization planning. Documents on liaison with FEMA.

Disposition: Permanent. Retire to the **WNRC** when superseded or obsolete.

907-03 Productivity Planning. Studies and analyses whose purposes is to optimize efficiency in the **healthcare** program. The development of uniform standards to measure productivity. Some examples are the exploration of shared resources and the use of screening by a technician to save the **doctor's** time.

Disposition: Permanent. Retire to the **WNRC** when superseded or obsolete.

908 Dental Affairs

908-01 Policy

1. The development, coordination, and issuance of directives and guidelines on dental policy for the DoD. This would include such policy matters as the limitation of dental care for military dependents, the joint utilization of personnel and facilities for dental care.

Disposition: Permanent. Retire to the **WNRC** when superseded or obsolete, as prescribed for policy-type documents maintained in accordance with series 103-01.

2. The estimation of an equitable continuation **pay** for dental officers.

Disposition: Destroy 2 years after new estimates for legislative changes proposed.

3. Monitoring of the Dental Student Program.

Disposition: Destroy when 3 years old.

4. The establishment of standards for dental classification and specifications for conducting dental examinations.

Disposition: Permanent. Retire to the **WNRC** when superseded or obsolete.

909 Medical Affairs. Development, coordination, and directives on the medical aspects of DoD programs (clinical and preventive **medicine** for the Armed Forces) . Preparation of DoD Directives and Instructions on medical **services** programs in the DoD. Coordination of **Federal** medical professional activities.

Disposition: Permanent. Retire to the **WNRC** when superseded or obsolete, as prescribed for policy-type documents maintained in accordance with series 103-01.

910 Medical Readiness (NC1-330-80-12)

910-01 General.

1. Speeches. Copies of speeches made by assigned personnel or by others on medical readiness.

Disposition: Destroy when no longer required for reference. The Public Affairs office has the record copies of speeches.

2. Committee and Conference Records. Documents on establishing, operating, and dissolving committees that consider, advise, take action, and report on specifically assigned functions. They include joint, interdepartmental, and international committees in which OSD participates as well as committees within principal components of the DoD. Included are proposals, approvals, and disapprovals to establish the committee; charters, terms of reference, and comments on them; directives establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving committee members; notices, agenda, minutes, and reports of committee meetings; and related documents.

Disposition: a. Office of the committee chairman or secretariat, whichever is designated office of record: Permanent. Cut off when no longer needed for current operations; retire to the **WNRC** 5 years after cutoff or when the committee is abolished, as prescribed for committee-type documents maintained in accordance with series 103-06.1. b. Offices of other committee members, destroy when no longer needed for current operations.

910-02 Armed Services Medical Regulatory Office (**ASMRO**) Records. Copies of capability reports and similar information from the **ASMRO**.

Disposition: Destroy when no longer required for reference, as authorized for records maintained in accordance with series 103-08.

910-03 Audits.

1. General Accounting Audits. Case files of audits of medical facilities or related to health affairs. The DoD Inspector General is the **POC** for internal and GAO auditing activity.

Disposition: Apply disposition schedule from Section 103-10.

2. Defense Audit Service Audits Case files of audits of medical facilities or related to health affairs.

Disposition: See Section 103-10.

910-04 National Disaster Medical **System/DoD-VA** Contingency system.

1. Agreements on concepts training, and other considerations relevant to a contingency plan for the use of non-Federal hospital facilities.

Disposition: Destroy 6 years after supersession, cancellation, or termination of the agreement, as appropriate for agreements maintained in accordance with series 103-04.

2. Special study **reports**.

Disposition: a. Reports of task groups are permanent. Retire to the **WNRC** when no longer needed for reference. b. Reference and non-record materials accumulated in the preparation of the study, destroy when no longer required for reference, as prescribed for documents maintained **IAW** series 102-18.

3. Documents on Directorate meetings.

Disposition: Permanent. Retire to the **WNRC** when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

4. Documents on funding and reimbursement.

Disposition: Destroy after 5 years or on discontinuance, whichever is first, as prescribed for documents maintained in

accordance with series 103-03.3.

5. Documents on operations.

Disposition: Permanent. Cut off and transfer to the **WNRC** when superseded or obsolete, as prescribed for policy-type documents maintained IAW series 103-01.

910-05 Exercises. Documents on exercises between elements of the Department of Defense and other Federal Agencies or organizations.

Disposition: Destroy when no longer required for reference.

910-06 International Affairs

1. Documents on DoD relationship with Allied countries on medical readiness matters.

Disposition: Permanent. Under Secretary of Defense (Policy) offices retain the record copy of any agreements with foreign countries. The **OASD(HA)** retains any records created on medical readiness such as evaluations and other analyses. Retire to the **WNRC** when no longer required for reference.

2. Reference documents on medical facilities and readiness in Allied countries such as Defense Intelligence Agency (**DIA**) capability studies.

Disposition: Destroy when no longer required for reference.

910-07 Chairman of the Joint Chiefs of staff and Joint Staff Matters

1. Copies of documents relating to medical readiness. Copies of capability assessments, readiness reports, and similar material.

Disposition: Destroy when no longer required for reference.

2. Documents created for readiness evaluation such as analyses of medical readiness; recommendations of a policy nature.

Disposition: Permanent. Retire to the **WNRC** when no longer required for reference.

910-08 Military Medical Facilities. Reference documents on survey of resources of military medical facilities.

Disposition: Destroy when no longer required for reference, as prescribed for documents maintained IAW series 103-08.3.

910-09 Mobilization Planning

1. Documents on the medical aspects of emergency war and mobilization planning. Documents on liaison with other activities such as the **FEMA**.

Disposition: Permanent. Retire to the WNRC when superseded or obsolete, as prescribed for policy-type documents maintained IAW **series** 103-01.

2. Reference material.

Disposition: **Destroy** when no longer needed for reference.

910-10 Medical Resource Requirements.

1. Studies and forecasts of wartime medical resource requirements obtained through modeling techniques.

Disposition: Permanent. Retire to the WNRC when no longer needed for current business.

2. Reference material.

Disposition: Destroy when no longer needed.

2. Studies and forecasts by other agencies.

Disposition: Destroy when no longer required for reference (See Section 904-02).

910-11 Nuclear, Biological, and Chemical Warfare.

1. Evaluations and policies on nuclear, biological, and chemical warfare related to medical readiness.

Disposition: Permanent. Retire to the **WNRC** when no superseded or obsolete, as prescribed for policy-type documents maintained IAW series 103-01.

2. Reference material on nuclear, biological, and chemical warfare on medical readiness.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference, as prescribed for reference papers maintained IAW series 103-08.3.

910-12 Planning, Programming, Budgeting System.

1. Background papers on medical readiness budget matters.

Disposition: Permanent. Retire to the **WNRC** when no longer needed for reference.

2. Reference documents on the budget system, including policy guidance and copies of Program Objective Memoranda (**POM**).

Disposition: Destroy when no longer required for reference. See Section 303-02.3 for disposition.

910-13 Reserve **Affairs.**

1. Copies of policy documents on the readiness posture of the Reserve forces.

Disposition: Destroy when no longer required for reference.

2. Studies, reports, and analyses of Reserve posture.

Disposition: Permanent. Reviews and analyses of a formal nature. Retire to the **WNRC** when no longer required for reference.

910-14 Wartime Skills Training.

1. Training policy on medical readiness training.

Disposition: Permanent. Retire to the **WNRC** when superseded, obsolete, or no longer needed for reference, as prescribed for policy-type documents maintained IAW series 103-01. longer required for reference.

2. Training policy reference material.

Disposition: Destroy when superseded, obsolete, or no longer required for reference, as prescribed for documents maintained IAW series 103-08.3. See Section 903-02 for record material.

3. General File.

a. Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives on the establishment and operation of training courses and conferences.

Disposition: Destroy when 5 years old or 5 years after completion of a specific training program.

b. Background and work papers.

Disposition: Destroy when 3 years old.

4. Individual Training. Documents on the availability of training and participation in training programs sponsored by other Government agencies or non-Government institutions.

Disposition: Destroy when 5 years old or when superseded or obsolete, whichever is sooner.

911 OCHAMPUS Files

911-01 CHAMPUS Contractor Claims Records (NC1-330-92-5). These files consist of any record, whether paper copy, microform or electronic media, acquired or used by the fiscal intermediary (FI)/contractor in the development and processing of CHAMPUS CHAMPVA claims. These records include but are not limited to: claims (CHAMPUS claims or other forms approved by OCHAMPUS) receipts (itemized statements) ; medical reports (operative or daily nursing notes, lab results, etc.) authorization forms; nonavailability statements; certifications of eligibility; double coverage information; completed third party liability guardianship); peer reviews and other correspondence that support payments to beneficiaries, physicians, and other suppliers of service under CHAMPUS.

a. Paper records that are not microfilmed.

Disposition: Close out at end of the calendar year in which received; hold 1 additional **year**; and transfer to the FRC. The FRC will destroy after an additional 5 years retention.

b. Paper records that have been microfilmed.

Disposition: Destroy paper upon verification of microfilm, or as directed by OCHAMPUS.

c. Microform/Electronic Media.

Disposition: Close out at end of the calendar year in which created; hold on-site 6 additional years.

911-02 CHAMPUS Benefit Check Records (NC1-330-77-16). These files consist of paid checks which contractors receive from banks **covering** amounts paid to beneficiaries and/or sponsors, physicians, and other suppliers of service under the CHAMPUS program. Also included are check vouchers and canceled or voided checks resulting from nonreceipt, loss, theft, or nondelivery

here the beneficiary and/or sponsor cannot be reached.

Disposition: Close out at the end of the calendar year in which paid, or voided, as applicable; hold 1 additional year; and retire to the **FRC**. The **FRC** will destroy after an additional 5 years' retention.

911-03 Explanation of CHAMPUS Benefit Records (NC1-330-92-5). **These** files consist of explanation of CHAMPUS benefit notices Champus' Explanation of Benefits (CEOB's) used to advise beneficiaries/sponsors about CHAMPUS claims. Included are forms that are developed locally by contractors regarding explanation of CHAMPUS benefits.

a. **Paper** records that are not microfilmed.

Disposition: Close out at end of the calendar year in which issued; hold 1 additional year; transfer to the FRC; destroy after 5 years.

b. Paper records that have been microfilmed.

Disposition: Destroy upon verification of microfilm, or as directed by **OCHAMPUS**.

c. Microform/Electronic Media.

Disposition: Close out at the end of the calendar year in which created; hold on-site 6 additional years.

911-04 Appeals and Hearings Case Files - CHAMPUS Program (**NC1-330-86-1**). These files accumulate when a beneficiary and/or sponsor, physician, or supplier of service is dissatisfied with the contractor's determination denying a request for payment, or with the amount of the payment, or when the individual believes that the request for payment is not being acted upon with reasonable promptness. Included are copies of the claimants' request for review, together with relevant written statements or evidence, notices or review decision, requests for a hearing to protest adverse decisions, hearing proceedings, hearing officers' to protest adverse decisions, hearing proceedings, hearing officers' final decisions, and other papers resulting from the appeals process.

Disposition: Place in inactive file upon final action on the case. Close out inactive file at the end of the calendar year in which action was taken, hold 1 additional year, and retire to the **FRC**. Destroy after 5 years' retention in the FRC.

911-05 Contractor Subcontractor Files. These files consist of copies of contractor agreements with subcontractors, leases for building space, equipment, and consulting and other services. Included are **OCHAMPUS** approvals, amendments, and similar papers.

Disposition: Close out at the end of the calendar year in which paid, or voided, as applicable; hold 1 additional year; and retire to the FRC. The **FRC** will destroy after an additional 5 **years'** retention.

911-06 **CHAMPUS** Provider Authorization File **(NC1-330-81-8)**.

1. Certification of Institutional Providers of **Healthcare** Cases Files. These files consist of certification of institutional providers of **healthcare** as authorized CHAMPUS providers- that meet **all** applicable provisions of law and **regulation**. The files include: **CHAMPUS** forms, correspondence, and related documents certifying that each provider (institutional entity that provides medical **services** or supplies on an outpatient or inpatient basis) meets the criteria in the CHAMPUS Regulation, DoD 6010.8-R (reference **(aa)**). They also include insure compliance with **CHAMPUS** standards, investigation of complaints, termination and reinstatement of providers, and assessment of the operational effectiveness of the provider certification program.

Disposition: Place in inactive file upon completion of the final action, cutoff inactive file at the end of the calendar year in which final action was taken, hold for 2 additional years, and retire to the **OCHAMPUS** Records Holding Area (**RHA**). Destroy after 3 years retention in the **RHA**.

2. Health Facilities Registry File. This file consists of a computer printout registry of CHAMPUS-approved institutional providers **of healthcare**. The file includes the following categories of providers: Residential Treatment Centers, Specialized Treatment Facilities, and Program for the Handicapped. (The registry is compiled from data contained in file "1." above.)

Disposition: Destroy when superseded by a new registry.

911-07 CHAMPUS Recoupment Files **(NC1-330-92-5)**. These files consist of all documents used to develop and execute recoupment cases at the contractor and **OCHAMPUS** level. The **files** include: copies of CHAMPUS claim forms, correspondence and related documents, Explanations of Benefits, checks, investigative reports, court documents and other documents required to collect debts owed the government. Information from these files may be given to consumer credit agencies.

Disposition: Place in inactive file upon completion of the

final' action, cut off inactive file at the end of the calendar or fiscal year in which final action was taken, hold 1 year, transfer to the FRC, destroy after 5 years.

911-08 Fraud and Abuse File (**NC1-330-86-2**) . These files consist of control forms, background papers, development records, external agencies reports/ letters/investigative records, contractor products of processing, Utilization Review and Medical Analysis papers, and other documents required to process fraud and abuse cases.

Disposition: Place in inactive file upon completion of the final action, cut off inactive file at the end of the calendar year in **which** the final action was taken, hold 1 year, and transfer to the **FRC**. **FRC** will hold for an additional 5 years.

911-09 OCHAMPUS Litigation Files. These files consist of **POCHAMPUS** copies of documents which are forwarded to the Department of Justice for litigation cases in which CHAMPUS is party.

Disposition: Place in inactive file upon finalization of the case, cut off inactive file at end of the calendar year in which final action taken, hold 1 year, transfer to **FRC**. **FRC** will hold for an additional 5 years.

911-10 OCHAMPUS Legal Opinion Files. These files consist of records from various legal files which are maintained for legal opinion purposes only.

Disposition: Destroy when no longer needed for reference.

911-11 CHAMPUS Medical Care Grievance Case Files. (NC1-330-94-1.) These files consist of **beneficiary's** written complaints of an **POCHAMPUS** provider, health care finder, or other contractor or subcontractor personnel to furnish the level or quality of care and/or service to which the beneficiary may believe they are entitled. This category includes the record of the contractor's review and findings, the response to the aggrieved party and, where appropriate, the record of the corrective action taken.

Disposition: Cut off at the end of the **CY** in which case is closed. Hold in CFA one additional year and retire to **FRC**. Destroy after 5 years.

912 Uniformed Services University of the Health Sciences (USUHS)
Student and Academic Record Files (**NC1-330-88-3**)

912-01 Registrar/s Student Promotions Committee (**SPC**) Files.

Originals of proceedings of SPC on proficiency, deficiency, graduation, deceleration and/or **disenrollment** of medical students and other matters referred to the SPC. This file contains information protected under the Privacy Act of 1974 (**WUSU03**).

Disposition: Cut off (**COFF**) upon graduation, transfer, withdrawal, or death (**GTWD**) of a student and incorporate in 912-02 (**NC1-330-88-3**, Item 1).

912-02 Registrar's Academic and Training Progress Files. Individual case files of medical student training including student's academic credit transcripts which list grades and credit hours for each class; results from medical board tests; teacher evaluations with **final** grade in each subject and/or reason for noncompliance (**SPC** correspondence, if applicable) ; correspondence **regarding** state **licensure certification** procedures or personal requests for academic transcripts and records related to individual training projects. This file also includes records retired there from 912-01. This file contains information protected under the Privacy Act of 1974 (**WUSU03**).

Disposition: **COFF** upon **GTWD** of student; hold in CFA 20 years; RET to the **WNRC**; DEST 50 years after **GTWD** (**NC1-330-88-3**, Item 2).

912-03 Continuing Nursing Education Program Records. Individual nursing program records containing documentation required for accreditation by the American Nurses **Credentiailling** Center's Commission of Accreditation.

Disposition: **COFF** annually (**CY**); hold in CFA 5 years and RET to the **WNRC**; DEST 10 years after **COFF** (**NC1-330-88-3**, Item 7).

912-04 Matriculant Graduate School Records. Individual student records containing required documents for **application/selection/completion** of program. Each record also contains records on education, indicating subject studies, number of quarter credit hours, final grade in each subject, and/or reason for non-completion of the course. Also includes other related documents required by college/university accrediting organizations. This file contains information protected under the Privacy Act of 1974 (**WUSU05**).

Disposition: **COFF** upon **GTWD** of student; hold in CFA 5 years; RET to the **WNRC**; DEST 50 years after **GTWD** (**NC1-330-91-2**, Item 4).

912-05 Nonmatriculate Records Files. Application records of medical and graduate students who were selected to attend **USUHS** but did not actually matriculate and records of applicants who did not successfully meet all entrance requirements and for those who chose to withdraw during the application process (**WUSU04**).

Disposition: COFF at end of school year (May) ; DEST in CFA 3 years after student's nonmatriculate date (**NC1-330-88-3**, Item 5).

912-06 Continuing Medical Education Committee (**CMEC**) Files. Originals of proceedings of **CMEC** regarding all matters relating to establishment of **USUHS** - sponsored CMEC programs; other materials referred to the CMEC. This file contains no policy material (**NC1-330-88-3**).

Disposition: COFF upon **GTWD**, hold in CFA 3 years; **TRF** to **WNRC**; dest after 50 years.

912-07 Continuing Medical Education Program Records. Individual. CME Program records containing documentation required for **accreditation** by the Accrediting Council for Continuing Medical Education (**ACCME**), the American Nurses **Credentia**lling Center's Commission of Accreditation, or other CME accrediting body.

Disposition: COFF annually (**CY**), hold in CFA 6 years and RET to the **WNRC**; DEST 10 years after **COFF**.

912-08 **Matriculant** Admissions Files for Medical School. Contains letters of application, letters of recommendation, and general correspondence. This file contains information protected under the Privacy 'Act of 1974 (**WUSU03**).

Disposition: COFF upon **GTWD** of student; hold in CFA 20 years; RET to the **WNRC**; DEST 50 years after **GTWD**.

912-09 Student **Exam** Files. Arranged by class and include copies of examination booklets, answer sheets, testing materials, correspondence, and other documentation pertaining to the administration and control of student testing (**NC1-330-91-2**).

Disposition: DEST when superseded or when no longer needed.

912-10 Teaching and Coursework Files. Includes instructional materials developed by the university teaching faculty for both the four-year Medical Education and Graduate Education programs. Maintained by teaching departments and arranged by course catalog number or subject.

1. Syllabuses, course outlines, handouts, textbooks, manuals, and other instructional materials and teaching aids, to include reprints of published medical literature used in the classroom.

Disposition: a. Uniquely relevant military courses or

curriculum: **PERMANENT** . COFF upon revision or discontinuance.
RET to **WNRC** 5 years after COFF; TRF to NARA 25 years after COFF.
b. **Regular** medical school or graduate school courses: update periodically and destroy when no longer need for reference.

2. Course announcements; academic calendars consisting of course rotation schedules for- 1st - 4th year students or graduate school equivalent; general correspondence, reports, agreements, authorizations, reviews, plans, objectives and other types of records relating to the development, implementation, and administration of the university's teaching program; lecture notes.

Disposition: DEST when no longer needed.

912-21 Instructor's Individual Medical Student Record Files. These are files kept **for** the convenience of the teaching staff which consist of materials duplicated in or not appropriate for inclusion in the Academic and Training Progress Case Files, 912-02, or other series described elsewhere in this section. Examples of documents that might be kept in these files are records of individual student rotation assignments, elective assignments, student evaluations, clinical clerkships. These files contain information protected under the Privacy Act of 1974 (**WUSU03**) .

Disposition: Review at the end of each academic year, DEST or carry forward contents, as appropriate; upon **GTWD** of student, DEST or TRF to the registrar 's files, as appropriate.

912-12 Instructor 's Individual Graduate School Record Files. These are files kept for the convenience of the teaching staff - which consist of materials duplicated in or not appropriate for inclusion in the Matriculant Graduate School Record Files, 912-04 or other series described elsewhere in this section. Examples of documents that might be kept in these files are records of individual student assignments, elective assignments, student evaluations, or other related records. These files contain information protected under the Privacy Act of 1974 (**WUSU03**) .

Disposition: Review at end of each of each academic year, DEST or carry forward the contents, as appropriate. DEST when no longer needed.

912-13 Student Theses and Dissertations Files. Copies of master's theses and doctoral dissertations submitted as requirements for award of an advanced degree in the basic medical sciences. Copies are submitted by each student as follows: one to the university library; one to the department library; one to the Office of Graduate Education.

Disposition: Office of Graduate Education: Permanent.

Hold in the CFA for 10 years after date of publication and RET to the **WNRC**; retire to the NARA after 25 years.

913 USUHS Faculty Files. Use for those files maintained by individual faculty that are usually reference in nature and described elsewhere in this schedule.

913-01 Outside Affiliations. These are files consisting of information pertaining to outside professional organizations with which faculty members are affiliated as officers, fellows or participants, and may consist of correspondence, agendas, minutes of meetings, newsletters, reports, or other pertinent materials. They are maintained by or for individual faculty members for ease of reference. Care **should** be exercised to ensure that information maintained in this file is pertinent to faculty members' **USUHS** appointment. Affiliations may include but are not limited to such organizations as the American College of Cardiology, American Society for Clinical Investigation, American Federation for Clinical Research, American College of Physicians, Association of American Medical Colleges, Association of American Physicians, Association of Program Directors in Internal Medicine, and American Heart Association.

Disposition: Review periodically and DEST material that is no longer needed or appropriate for continued inclusion.

913-02 Medical & Scientific Journal Publications. These files consist of manuscripts, articles and abstracts written by **faculty** members in connection with their work at the university for publication in various medical journals such as American Journal of Cardiology, Medical Times, Internal Medicine, or Family Physician. May contain both published articles and original manuscripts. Arranged by **author's** name and/or division. May also include papers reviewed by **USUHS** staff.

Disposition: Review periodically and DEST when no longer needed for reference purposes.

914 USUHS Biomedical Research Files. These files include records related to the planning, development, and oversight of specific projects and programs of biomedical research performed by **USUHS** scientists or contractors; experimental, observational and control data; and reports, articles, and data sets.

914-01 Experimental and Statistical Data Files. These files consist of logs, notebooks, cards, forms or other media on which observations and data are recorded; records on patients or volunteers; interviews, questionnaires, examinations, or lab tests, including machine readings and data from slides, specimens

or cultures; copies of abstracts of non-clinical records on individuals such as birth and death certificates: records created in processing and analyzing data related to or resulting from the project, including indexes, code cards and sheets, charts, graphs, punch cards, computer output, tabulations, diagrams or drawings; and intermediate compilations or analyses and progress reports with feeder reports and background material.

Disposition: a. End products such as Progress Reports of findings and conclusions: PERMANENT . COFF when project is concluded; RET to the **WNRC** after 5 years; TRF to the NARA 20 years after **COFF**. b. DEST all other materials when no longer needed for research or reference purposes.

NOTE: a. Those experiments involving human subjects and/or **deemed to** be of historical significance should be reappraised on an individual basis **for** permanent-retention. Such experiments might deal with a cure of a disease, a major scientific discovery, a major health program, or other event generating great media, public, or historic interest. Notify NARA so that an analysis and appraisal of these experiments can be conducted and appropriate disposition authorized. b. Files created in the course of research undertaken at the request of **non-DoD** agencies, e.g., the NIH, are not covered by this schedule, must be clearly identified, and must be kept separate from Defense-related work.

915 USUHS Intra- and Extramural Research Protocol and Grant Administration Files. This section applies to protocols and grants awarded to the **USUHS** or the Henry M. Jackson Foundation for the Advancement of Military Medicine (**HMJ**) which are maintained by the Research Administration Office.

915-01 Research Protocols and Grants. These files contain the official copy of the protocol or grant describing the nature of the proposed research, methodology involved, projected aims and justifications, notations and records of approval actions, names of principal investigators, project reviews, and related correspondence and memoranda. Files are arranged by investigator's name and Research Administration control number. Files may be maintained in the following status categories -
1. Pending - Waiting approval/disapproval and action by grantor.
2. Active - Currently in an approved/funded status having passed all stages of review. 3. Historical - Consist of disapproved, unfunded, and withdrawn applications and include total application, summary of review actions, and notification that no award **will** be made. Also consist of previously active grants which have expired or terminated.

Funded Grants and Awards Case Files. These files consist of individual case folders containing the total application, summary of review actions, award notices, progress reports, financial

records, audit records, close-out documents and other supporting and related papers maintained as an identifiable entity. They include research project grants, fellowships, training grants, and similar types of grants and awards.

Unfunded Grants or Awards. These files consist of disapproved, withdrawn and non-funded grant applications and include the total application, summary of review actions, and notification that no award will be made. (WUSU09)

Disposition: a. COFF on close-out or expiration of protocol/grant or disapproval of award; hold in Current Files Area (CFA) for 8 years after COFF, RET to the WNRC, DEST 13 years after COFF. **NOTE:** Those projects-involving human subjects and/or deemed to be of historical significance should be appraised on an individual basis for permanent retention. Such projects might deal with cure of a disease, a major scientific discovery, a major health program or other event generating great media, public, or historic interest. Notify the NARA so that an analysis and appraisal of these projects can be conducted and appropriate disposition authorized. b. All animal protocols will be sent to Laboratory Animal Medicine for disposition 8 years after program expires. Those records deemed to be permanent will be retired as above. All other animal use protocols will be RET to the WNRC and destroyed after 13 years after COFF. c. All other offices, DEST 1 year after research project is concluded.

915-02 Grant Control Files. Indexes, registers, logs or - other records relating to control of assigning numbers or identifying project applications and grants.

Disposition: Destroy when superseded or obsolete (GRS 3, Item 14) (reference (p)) Electronic format (GRS 20, Item 3; GRS 3, Item 14) (reference (p)).

915-03 Grant Administration Files. Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.

Disposition: Destroy when 2 years old (GRS 3, Item 14) (reference (p)).

916 USUHS Automated Database Files. This section is reserved exclusively for electronic databases created specifically to facilitate data production requirements unique to the USUHS administrative support programs.

916-01 College and University Financial System (CUFS). This

database is maintained by the CUFS Project Office System Manager and provides end users logistical, contracting, and financial management information such as payroll, fund status, order and requisition tracking, and purchase and requisition order tables. Hard copy reports are generated as scheduled by users on a daily, weekly, biweekly, monthly, quarterly, annual, or as-required basis. System backups are performed on a monthly and annual basis on magnetic tape or other storage media. This file contains information protected by the Privacy Act of 1974 (WUSU02, WUSU17 and WUSU18) .

Disposition: Monthly backup files are scratched after 3 years; annual backups after 6 years. Hard copy output is incorporated into user files and is disposed of according to the appropriate subject series descriptions found elsewhere in this Instruction.

916-02 Automated Faculty Curriculum Vitae Files. This database is maintained by the Civilian Personnel Directorate and includes fields describing basic biographical and professional qualifications data on academic faculty members. Hard copy output is furnished users upon request.

Disposition: Delete individual entries when faculty appointment is terminated. Delete file when system is superseded. (For disposition of non-electronic files, see 922-02.)

917 USUHS Department of Laboratory Animal Medicine. This series consists of files pertaining to the operation of the LAM that are not described elsewhere in this Instruction.

917-01 Animal Health Records. These consist of health care records for all in-house animal populations of the LAM maintained by the Veterinary Medicine Division and include SF 600, *'Chronological Record of Medical Care," weight charts, records of surgical procedures, anesthesiology records. Files are grouped by species (dogs, goats, pigs, cats, pigeons, etc.) and within species by USDA tag number or LAM's internal control numbers.

Disposition: Cut off 5 years after death of animal or 3 years after completion of protocol, whichever is later. At the end of this period animal health records and protocols (excluding non-human primates) will be destroyed. Non-human primate health records and non-human primate protocols will be RET to the WRNC and DEST 50 years after COFF.

917-02 Animal Husbandry Files. These records are maintained by the Animal Husbandry Division and are used to monitor the condition and status of in-house animal populations and to human contacts with each animal. They consist of inventories kept by species and protocol number, records of temperature and humidity

in animal rooms, and information on animal caretakers or technicians documenting each person's work schedule. These records are maintained on inventory sheets, in log books, and in a main-frame computer.

Disposition: a. Inventory Sheets. DEST inventory sheets when superseded. Electronic data may be dumped when no longer needed for backup. b. Log Books for Animal Caretakers. Record keeping consists of two log books, one for individual animal caretakers' Time and Attendance, and one for animals cared for on an individual day. COFF log books at end of calendar year, hold in **CFA** for 3 years, RET to **the WNRC**, DEST 72 years after **COFF**.

918 USUHS University Affairs. These files contain records promoting the continuation of esprit among University graduates of all the Services.

918-01 USUHS Alumni and Student Information. Records relating to alumni and current students, including employment and residency information, correspondence, and other related records. These files contain information protected under the Privacy Act of 1974 (**WUSU18**).

Disposition: DEST when superseded, obsolete, or no longer needed for reference.

919 USUHS Pharmacy Files. These files are maintained by the **USUHS Pharmacy** which provides departments with necessary pharmaceutical required for laboratory and research protocols.

919-01 Pharmacy Controlled Substance Form (USUHS 6048 or successor) . Controlled Form having registered numbers and used to account for receiving, issuing, and administration of controlled substances by the Pharmacy. This Form is used to log controlled substances. Requester will be notified upon arrival of substance.

Disposition: DEST when 10 years old.

919-02 Departmental Controlled Substance Form (USUHS 6049 or successor) . Controlled Form having registered numbers and used to account for receiving, issuing, and administration of controlled substances by departments or an investigator. Custodians of controlled substances are responsible for safeguarding and maintaining accountability of controlled forms and substances issued to them. Accountability includes documentation of specific date and time when used, species and identification numbers of animals involved with its use, amounts

issue'd, returned or administered, and on-hand balances. Full sheets are returned to Pharmacy and new sheets issued if a balance remains.

Disposition: DEST when 10 years old.

919-03 Pharmacy/Departmental Controlled Substances (USUHS Form 6047 **or** successor). Receipt and issue records for controlled substances maintained for accountability purposes.

Disposition: DEST when 10 years old.

919-04 Pharmacy Controlled Substance Sealing Log (USUHS Form 6054 or successor). Maintained by the Pharmacy for accountability of controlled substances sealed for storage by the Controlled Substance **and Alcohol Inventory** Board (CSAIB).

Disposition: DEST when 10 years old.

919-05 Controlled Substances and Alcohol Inventory Board Inventory Report (USUHS Form **6019** or successor) . Used by the **CSAIB** to report the results of **all** inventory actions.

Disposition: DEST when 4 years old.

919-06 Request for New Supplies/pharmaceutical (USUHS Form 6417 or successor) . To request new items be added to those stocked in the Pharmacy.

Disposition: DEST when 2 years old.

919-07 Controlled Substances Temporary Issue Receipts (USUHS Form 6058 or successor) . Prepared by Controlled Substance Custodian (CSC) for items leaving the physical facility of **USUHS** for use at a different location. **Yellow** copy is retained by Custodian.

Disposition: DEST when 10 years old.

919-08 Controlled Substance Accountability Worksheets - A monthly accountability of controlled substances within a specific department. Prepared by department **CSC**.

Disposition: DEST when 3 years old, purging once a year.

919-09 Absolute Alcohol Storage Sheets (USUHS Form 6055 or 6056 or successor). Completed by investigators, staff and faculty to keep accountability **of absolute** alcohol stored in department fire cabinets. These sheets will be bound in the "**USUHS** Pharmacy alcohol Usage Notebook^t" issued by the Pharmacy to the CSC.

Disposition: DEST one year after last entry in log.

919-10 Controlled Substances and Alcohol **Survey**
Request/Report (**USUHS** Form 6016 or successor) . Disposal reports
of controlled substances that are no longer needed.

Disposition: DEST when 10 years old.

919-11 Department of Justice/Drug Enforcement Administration
"Registrants Inventory of Drugs **Surrendered**" (DEA Form 41 or its
successor) . Prepared by the Pharmacy Officer and submitted to
DEA to account for the destruction of controlled substances.

Disposition: DEST when 10 years old.

919-12 Prescription Drugs (not controlled drugs) . This file
includes hand receipts for drugs, needles, and syringes furnished
authorization personnel for use in research only.

Disposition: DEST when 10 years old.

919-13 Controlled Substances Class I-V
This file consists of copies of the following forms (or their
successors) : **USUHS** 6048, "**Pharmacy** Controlled Substance **Form**";
USUHS 6049, " Departmental Controlled Substance Forms"; **USUHS** 6047,
"**Pharmacy/Departmental** Controlled Substance"; **USUHS** 6054,
" **Pharmacy** Controlled Substance^{tt}"; **USUHS** 6019, " Controlled
Substances and Alcohol Inventory **Report**"; **USUHS** 6007, "**Use** of
Biohazards, Controlled Substances, and Dangerous Materials";
USUHS 1-6404, 'Controlled Substances Temporary Issue Receipt";
USUHS 6058, "Controlled Substance Temporary Issue Receipt"; **USUHS**
6016, "Controlled Substances and Alcohol Survey Request/Report";
DEA Form 41, "Registrants Inventory of Drugs Surrendered"; and
department controlled substances accountability worksheets.

Disposition: DEST when 10 years old.

920 USUHS Environmental Health and Occupational Safety Files.
These files are maintained by the Environmental Health and
Occupational Safety (EHS) Division and pertain to the health and
safety programs unique to the USUHS. They include data on
radiation dosimetry, radiation monitoring, radioactive waste
disposal, accidents involving radioactive materials, testing,
inspection and -calibration of equipment, and radiation safety
training and Occupational Health Branch.

920-01 Radiation Protection **Surveys**. X-ray Surveys - Reports
of local x-ray system surveys. Includes x-ray system
measurements, evaluation of system for compliance with Federal

Regulations, and recommendations.

Disposition: DEST when 5 years old (10 CFR 20.2103) (reference **(r)**).

920-02 Radiation Protection **Surveys** - Radioisotope Laboratories. Reports of laboratory **surveys** for compliance with Federal and **USUHS** Regulations. Includes tests for radioactive contamination of laboratories and or equipment.

Disposition: DEST when 5 years old (10 **CFR** 20.2103) (reference (r)).

920-03 Radiation Protection Surveys - Radioisotope Packages Reports of surveys for radioactive contamination of incoming or outgoing packages. .

Disposition: DEST when 5 years old (CFR 20.2103) (reference (r)) .

920-04 Radiation Protection Training. Information **about** preparing and presenting local training courses on methods of controlling, preventing, and dealing with exposure of people and the environment to ionizing radiation. Included are locally developed training materials, aids, notifications of training sessions, rosters of graduation from courses with grades and attendance dates, and similar information. This file contains information protected under the Privacy Act of **1974 (WUSU08)**.

Disposition: a. Information relating to training materials, aids, and notification of courses: Dispose of when superseded or obsolete. b. Training attendance, grades and - dates of attendance: Maintain on site. **DEST** upon termination of license, following NRC instructions.

920-05 Radiation Standard Operating Procedures (SOPS) - SOPS maintained by radiation safety officers that prescribe procedures for procurement, use, disposal, and control of radiation sources.

Disposition: DEST when SOP is superseded or on disposition of the radiation source, whichever is sooner.

920-06 Radiation Analyses. Information on detecting and recording levels of radiation or radioactivity in material samples or objects, and the environment where materials are used. Included are chemical and radiation analysis reports, process control analysis reports, leak and wipe tests, air biological, water, soil and vegetation samples and similar reports, logs, or information.

Disposition: Retain for 5 years and DEST in CFA (10 CFR 20.2102 and 10 CFR 35.59(d) (reference (r) (reference **(bb)**)).

920-07 Radionuclide Experimental Authorization (**REA**).

Information containing authorization for a Principal Investigator to use radioactive material. All information such as application to use material, requests for-user status, requests for protocol reviews, and information needed to maintain the **REA** are included.

Disposition: Maintain on site. DEST upon termination of license (10 CFR 20.2102(b) (reference (r))).

920-08 Radiation Sources Accounting Files. - Information accumulated by radiation safety personnel in controlling the receipt, retire, use, storage, and disposal of radioactive materials and other radiation sources. Included are records of material movements, **instructions concerning** movements, registers, issue receipts, inventory and material accounting records, waste disposal reports, computer data bases, and similar information.

Disposition: a. - Information related to sealed sources: DEST 5 years after final disposition of source (10 **CFR** 35(d) (g) (reference **(bb)**)) b. Records of radioactive waste disposal: Maintain on site. DEST upon termination of license, following NRC instructions (10 **CFR** 20.210(b)(4) (reference (r))).

920-09 Personnel Dosimetry Files. Information on recording and reporting external or internal exposure to ionizing radiation. Included are records of all dosimeters processed for evaluation, consolidated reports of dosimeter evaluations, **DD** Forms 1141 (Record of Occupational Exposure to ionizing Radiation), and similar information. This file contains information protected under the Privacy Act of 1974 (WUSU10, WUSU13) .

Disposition: a. Administrative data pertaining to administering program, and individual requests maintained: DEST 5 years after the individual terminates from USUHS (10 CFR 20.2104(f) (reference (r))). b. **DD** Forms 1141 (or successor): Maintain on site. DEST upon termination of license (10 CFR 20.2106(f) (reference (r))). c. Bioassay Data and Calculations: Maintain any positive results on site and DEST when 75 years old. Negative results may be destroyed when 5 years old (10 CFR **20.2106(f)** (reference (r))).

920-10 Radiation Safety Committee Files. Information relating to review, evaluation and approval or disapproval of the use of sources of ionizing radiation; procedures and conditions controlling such uses; and qualifications of individual users. Included are minutes of meetings, recommendation pertaining items considered by **the** committee and similar information.

Disposition: Maintain on site. DEST upon termination of license (10 **CFR** 20.2102(b) (reference (r))).

920-11 Radiation Inspections. Information that supplements surveys at local levels. It evaluates and provides guidance on eliminating potential hazards using radiation sources. Such inspections will be provided **by** the Nuclear Regulatory Commission, Department of Defense, or other Federal Agencies.

Disposition: a. NRC Inspections: Maintain on site. DEST upon termination of license, following **NRCD** guidelines (10 CFR 20.2102(b) (reference (r))). b. Other Inspections: DEST when 5 years old or on completion of the next comparable survey, whichever is sooner (10 **CFR** 20.2102 (b) (reference (r))).

920-12 Radiation. Incident **Files**. Information about investigating and reporting cases of overexposure of individuals and the environment to ionizing radiation; and comparable incidents involving radioactive materials. Included **are** telegraphic reports of incidents, reports of overexposure, **ALARA** investigations, laboratory spills, reports of loss or theft of radioactive materials, and similar information. This file contains information protected under the Privacy Act **of** 1974 (**WUSU11**).

Disposition: a. Overexposure and ALARA reports. Maintain on site. Destroy when 75 years old (10 CFR 20.2106(f) (reference (r))). b. Other Reports: Destroy when 30 years old (10 CFR 20.2106(f) (reference (r))).

920-13 Radioactive Material Licensing. Information relating to obtaining a Nuclear Regulatory Commission (NRC) License to procure and use ionizing radiation sources. Included are license applications, coordinating actions, licenses, permits, and amendments thereto, and similar information.

Disposition: Maintain on site. DEST upon termination of license.

920-14 Instrument and Source Calibration Files. Information on calibrating radiation sources and instruments that measure radiation. Included are calibration logs, manufacturers and locally developed calibration forms, records pertaining to calibration frequency, and similar information.

Disposition: a. Calibration Certificates: DEST 3 years after disposal **of** the related radiation sources (10 **CFR** 20.2103) (reference (r)). b. Logs and other papers: DEST when 5 years old (10 CFR 20.2103 (a)) (reference (r)).

920-15 **Bioenvironmental** Engineering Case Files. These files consist of records created in the course of monitoring health and ,

safety conditions in the workplace and include annual health and safety **survey** reports, occupational exposure evaluations, assessments and controls data, hazardous material and agent information, and environmental assessments and worksite management practices (**WUSU14**) .

Disposition: Review each file at the end of the calendar year and COFF inactive materials; RET in **CFA** for **10** years and RET to **WNRC**; DEST 40 years after COFF (20 or 29 **CFR** 1910.20) (**reference** (t)).

920-16 Hazardous Waste Manifests. These files are maintained in the Bioenvironmental Engineering Branch and consist of **internal** manifests-of hazardous material disposal.

Disposition: a. Internal manifests. DEST when 5 years old (40 **CFR** 262.40) (**reference** (cc)). b. **DD** 1348-1, Released/Receipt Document. Maintain on site. DEST upon termination of license, following EPA guidelines.

920-17 Bioenvironmental Engineering Database. Computer data base for management of BEE information such as chemical inventories, **facility** utilization, workload scheduling and other such information pertinent to monitoring ongoing programs. Backups are performed weekly.

Disposition: Delete information in the data base when no longer needed. (See 920-08 for related records.)

920-18 Log and Summary of Occupational Injuries and Illnesses (USUHS Form No. 200, or successor). **Records** injuries and illnesses and notes of the extent and outcome of each case. Not every injury or illness occurring in the workplace is recordable.

Disposition: Maintain on site. DEST when 75 years old.

920-19 Supervisor's Report of Accident. Consists of EHS Form 6012 (or successor) "**Supervisor's** Report of Accident," which serves as an additional record of information pertaining to **on-**the-job injuries or incidents.

Disposition: Maintain on site. DEST when 75 years old.

921 Multidiscipline Laboratories (MDL). The MDL is the home base of operations for the medical students including a laboratory work and studying area.

921-01 The National Board of Medical Examiners (NBME) File.

Comprehensive Part I and Part II given twice a year to second year medical students. **Also** includes subject examinations given throughout the year to first through fourth year medical students. These tests function as elements of the certification process for medical **licensure** and as measures of academic achievement **in** individual disciplines. Assistant Dean, Teaching & Research Support (**ADTRS**) & **Multidiscipline** Laboratories (**MDL**) are responsible for the administration and security of all NBME test materials from the date of receipt to the date of their return to the National Board. This file contains information protected under the Privacy Act of 1974 (**WUSU03**).

Disposition: a. Executive Chief Proctor (**TRS**) Chief Proctor (**MDL**): General correspondence with the Board, orders for tests, correspondence to staff and faculty concerning **examinations** and **preparation for proctoring** of examinations, internal memos to request the test sites be in order, and bills for the examinations: **DEST** 5 years after exam is administered. b. Registrar's Office: Individual scores, **class** records, **composite** lists, statistical information, and departmental information (some of this information is on tape) ; general correspondence from prior years held in Registrar's Office consolidated with TRS: **COFF** upon GTWD of student; hold in CFA 20 years; RET to the **WNRC**; **DEST** after 50 years. c. Academic Departments: Refer to **USUHS** Schedule Number 912-09. d. Board of Medical Examiners: Original answer sheets and booklets are returned to **NBME**.

921-02 Anatomical Gift Program Files. Files on individuals who plan to have or have donated their bodies to medical science. Consists of original legal documents of certificate of Body Donation or Certificate of Body Donation by Next of Kin; and State Death Certificate Burial-Transit Permit, and Authority to Cremate. Also contained in folder are Report on Medical history, vital statistics request for Medical/Dental Records Death Call Worksheet, Lab Reports, Authority to Cremate, copies of all correspondence.

Disposition: a. Individual donor case files (accepted) **COFF** upon cremation and/or interment of **donor's** remains or their return to next-of-kin; hold files in Anatomical Teaching Laboratories for 5 years, then RET to the **WNRC**; **DEST** 75 years after **COFF**. b. Individual donor case files (pending). Review periodically. **DEST** any files when no longer needed.

922 Civilian Personnel Academic Appointment Section. These files are maintained in the Academic Appointment Section which prepares appointments, promotions, and tenure materials. Not to be confused with the Official Personnel File (202-12) or the Office Personnel Information **Files** (202-07).

922-01 Visa Files on **Foreign National Employees**.

Correspondence, memorandums, reports, forms and other types of correspondence regarding individual visa applicants. Visa applications are copies.

Disposition: **COFF** after separation. RET to the WNRC 10 years after COFF. DEST 10 years after retirement to the **WNRC**.

922-02 Faculty Curriculum Vitae Files. These files contain curriculum vitae, faculty appointment letters, reappointment letters and departmental memoranda for both billeted military and adjunct non-billeted military and civilian faculty members. The files are arranged alphabetically in a central file. It is the only place to locate some information on adjunct faculty; **other information** may be **duplicated** in **the** OPF. This file contains information protected under the Privacy Act of 1974 (**WUSU03**) . (For disposition of electronic database files, see 916-02.)

Disposition: Update periodically. **COFF** after termination of faculty member and place in inactive file. RET to the WNRC 20 years after COFF; DEST 50 years after RET.

922-03 Faculty Indexes. These are index cards that include name, address, department and title, and date of appointment of individuals holding academic appointments at USUHS. Maintained for convenience and reference in the Civilian Personnel Directorate.

Disposition: Update periodically; DEST when no longer needed for reference.

922-04 Individual Faculty Case Files Who Work Outside of USUHS. Consists of copies of **USUHS** Form 1006 (or its successor) "Request for Approval of Outside Activity," which is used to request permission for employment outside of the **USUHS** facility, and **USUHS** Form 1013 (or its successor) "Report on Outside Activity," which is completed by September 10 of that year's activities.

Disposition: COFF after separation. DEST 3 years after COFF .

923 Administrative Files. These files relate to the performance of routine administrative functions not covered elsewhere in this schedule.

923-01 Weekly Activity Report. Activities of all departments in the University compiled weekly.

Disposition: a. Memoranda submitted by the Deputy Dean's

Office to Assistant Secretary of Defense for Health Affairs.
DEST when 1 year old. b. Memoranda from Departments submitted
to Deputy Dean. DEST when 4 months old. c. Departmental
copies. DEST when 1 year old.

923-02 Suspense Files. Facilitative records such as
suspense files.

Disposition: DEST when 2 years old, or when no longer
needed, whichever is sooner (GRS 23, Item 1) (reference (p)) .

923-03 Tracking and Control Records. Facilitative records
such as tracking and control records.

Disposition: DEST when 2 years old, or when no longer
needed, whichever is sooner (GRS.23, Item 1) (reference (p)) .

924 University Health Center Medical Records. These files are
maintained in the Student Health Clinic which cares for students
and student spouses.

924-01 Student Medical Records. Health records for students
and their dependents, and military faculty used until the time of
graduation/termination. These records contain information
protected under the Privacy Act of 1974 (WUSU06) .

Disposition: Release to students and spouses upon
graduation or retire. Records released to faculty upon
reassignment, retirement or resignation.

924-02 Health Unit Control Files. Logs or registers
reflecting daily number of visits to health center.

Disposition: a. If information is summarized on
statistical report: DEST 3 months after last entry (GRS 1, Item
20a) (reference (p)). b. If information is not summarized:
DEST 2 years after last entry (GRS 1, Item 20b) (reference (p)).

924-03 Quarter's Log. Listings of all students and active
duty personnel who are put on quarters while under treatment for
illness. This file contains information protected under the
Privacy Act of 1974 (SUSU03) .

Disposition: DEST 5 years after last entry in log.

924-04 Student Photo File. Maintained for ease of
identification.

Disposition: DEST when 5 years old or when no longer needed
(GRS 21, Item 2) (reference (p)).

924-05 Student Name and Address Log. Alphabetical list of

students by year with their name , address , telephone number and social security number, maintained for convenience. This file contains **information** protected under the Privacy Act of 1974 (WUSU03) .

Disposition: DEST when superseded.

924-06 MSI & MSII Class Schedules. This file consists of duplicate copies of class schedules maintained for ease of reference.

Disposition: DEST at end of academic year.

924-0.7 WDMET System. Wound Data & Munitions Effectiveness Team. (Pending approval)

1. **WDMET case** files on wounded soldiers consisting of summary sheets, series of body diagrams, descriptions of weapons, medical data treatment information, and other related records.

2. **WDMET** audio cassettes consisting of recorded interviews with witnesses to the wounding as well as with troops generally in the area.

3. **WDMET** slides of wounds.

4. **WDMET** X-rays of wounded soldiers.

Disposition: Permanent. Transfer immediately to National Archives when no longer needed for current business.

5. Database of information extracted from **WDMET** case files.

Disposition: Electronic Files: Permanent. a. 1987-1993: Transfer a copy of the database files to the National Archives upon approval of this schedule. b. 1993- : Transfer updated copy of the database files to the National Archives every three **years.** (i. e. next transfer would be made prior to 31 December 1996)

NOTE : 1) If updated **copy** of the database includes all records in the previous transfer of the database with no changes, once the latest transfer of the database has been preservation copied by the National Archives, the National Archives will destroy the previous transfer of the database as duplicate material. 2) All transfers of data will be done in accordance with 36 CFR & 1228.

6. System documentation for database of information

extracted from **WDMET** case files.

Disposition: Permanent. a. 1987-1993: Transfer a copy of the documentation for the electronic files cited in E. 1. (above) along with the first transfer of the electronic files.
b. 1993- : Transfer an updated copy of the documentation with each subsequent transfer of electronic files in E. 2. (above) .

NOTE: All transfers of documentation will be done in accordance with 36 CFR 1228 (reference (e)) .

7. Electronic index to WDMET slides.

Disposition: Electronic Files: Permanent. a. 1987-1993: Transfer **a** copy of the index files to the National Archives upon approval of this schedule. b. 1993- : Transfer updated copy of the index **files** to" the National Archives every three years. (i. e. next transfer would be made prior to 31 December 1996) "

NOTE : 1) If updated **copy** of the index includes **all** records in the previous transfer of the database with no changes, once the latest transfer has been preservation copied **by** the National Archives, the National Archives will destroy the previous transfer of the index as duplicate material. 2) All transfers of data will be done in accordance with 36 **CFR** 1228 (reference (e)) .

8. System documentation for electronic index to WDMET slides.

Disposition: Permanent. a. 1987-1993: Transfer a copy of the documentation for the electronic files cited in G. 1. (above) along with the first transfer of the electronic files. -
b. 1993- : Transfer an updated copy of the documentation with each subsequent transfer of the electronic files in G. 2. (above) .

NOTE : All transfers of. documentation will be done in accordance with 36 **CFR** 1228 (reference (e)) .

1000 Legislative Affairs. General (NC1-330-77-8). The Assistant Secretary of Defense (Legislative Affairs) is responsible for the DoD relations with Congress, the designation and appearance of witnesses, coordination of the DoD-supported congressional travel, processing of security requests for congressional consideration of the legislative program of the Department of Defense. Unless otherwise indicated, permanent files' will become available to the **NARA** when 30 years old.

1001 Reserved (see 103, Common Mission Files).

1002 Legislative Program Files. The following file, 1002-01 through 1002-07, are identical **in content**, each representing the legislative program **of** different organizations in the DoD. They consist of legislative programs, in their particular areas, letters from and to congressional committees or individual members, monitoring of the programs, and coordinating legislative activities.

1002-01 Legislative Programs (Defense Research and Engineering, Defense Advanced Research Projects Agency).

1002-02 Legislative Programs (Comptroller, Defense Civil Preparedness Agency).

1002-03 Legislative Programs (Installations and Logistics, Defense Supply, Defense Contract Audit, and Defense Mapping Agencies).

1002-04 Legislative Programs (International Security, Program Analysis and Evaluation, Defense Security Assistance Agency).

1002-05 Legislative Programs (Chairman of the Joint Chiefs of Staff, **DIA, NSA**, Intelligence, Public Affairs) .

1002-06 Legislative Programs (Manpower, Reserve, and Health Affairs).

1002-07 Legislative Programs. (Atomic Energy, Defense Nuclear Agency, Defense Communications Agency).

Disposition: Permanent. Retire to the **WNRC** 3 years after program completion.

1002-08 Research and Administration.

1. Documents on the arrangements for the DoD supported travel for matters of Congress and congressional staffs.

Requests from Congress for support, support evaluation for conformance with policy and appropriate referral to Military Departments for execution.

Disposition: Destroy when 1 year old.

2. Documents arranging security clearance of members of congressional staff.

Disposition: Destroy 1 year after staff member leaves his or her assignment.

3. Legislative Research Files

a. ~~Documents~~ Documents briefly describing history of proposed or ~~impending legislature~~ for edification of the DoD officials.

Disposition: Legislative research: Permanent. Retire to the WNRC 5 years after noncurrency.

b. Statistics that are accumulated to support responses to congressional inquiries. They are not record copies.

Disposition: Destroy when no longer required.

c. Congressional Records and Congressional Hearings.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference, as prescribed for documents maintained IAW series 103-08.3.

d. Daily summaries of items of interest to the Secretary of Defense.

Disposition: Destroy when 5 years old.

4. White House Staff Correspondence. Correspondence exchanged with White House staff on matters of legislative interest. Weekly reports to the White House on status of the DoD legislation.

Disposition: Permanent. Retire to the WNRC when 5 years old .